

# PENN-TRAFFORD SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

ADOPTED: August 10, 2015

REVISED:

## **209.1-AR-5. FOOD ALLERGIES**

During the first week of school, an Emergency Care Card (ECC) will be distributed to ALL students. If the Emergency Care Card indicates that the student has a food allergy, the school nurse will obtain a completed Food Allergy Management Plan (FAM) and a Food Allergy Action Plan (FAAP) from the parent/guardian.

The school nurse will arrange for a food allergy alert symbol to be represented in the student's Power School Information.

If a parent/guardian has a child with a completed FAM and FAAP and he/she chooses to have an additional, formal, written, individualized response plan on file at the school, the parent/guardian must submit a signed written request to the building principal. The principal will then contact the school nurse and oversee the creation of the plan.

### **Monitoring of Food Allergy Plans**

1. The school nurse and building principal will be responsible for monitoring the implementation and management of student/staff food allergy plans. **The school nurse will provide them to the current food service provider with a list of students who have food allergies.**
2. The school nurse will revisit individualized plans for appropriate updates and revisions as necessary – at least one (1) time per year.
3. Concerns related to revisions in the food allergy plan will be brought to the attention of the building principal, who will advise the school nurse regarding appropriate action.
4. The school nurse will audit the inventory of necessary food allergy plan supplies such as epi-pens and medications in accordance with the School Anaphylaxis policy.
5. The district's food service company will not use nuts or nut containing products.

### **Staff Training**

1. The school nurse will conduct necessary food allergy plan awareness training to all staff members in direct interaction with students. The parent/guardian of a student with food allergies may participate in the training of staff when the parent/guardian, nurse, and principal deem it to be necessary.
2. Training should include appropriate teachers, cafeteria staff, bus drivers, principal, itinerant staff, and any other staff who have direct involvement with the student in need.

3. All staff required to complete the training should go to the [allergyready.com](http://allergyready.com) at <http://allergyready.com>. They will complete a training program provided by the Food Allergy Research and Education Organization (FARE) called “How to Care for Students with Food Allergies.”
4. At the end of the training session, staff members will be asked to print out a Certificate of Completion and take it to the school nurse. She will then ask the staff member to describe symptoms of an allergic reaction and steps to take in the administration of an epi-pen. She will then take the Certificate and keep the records on file in her office. This will be done annually.

### **Food Selection Plans – All School Classroom Parties/Events during School Hours**

All food items served at all district school parties and events will be purchased through the district’s food service provider according to the **Approved Party Snack List**, in coordination with the district’s Health and Wellness Policy and the policy and procedures governing food allergies and food allergy plans for students.

**NOTE:** Food items that are not included in the Approved Party Snack List and are not purchased through the district’s food service provider **will not** be distributed in any of the schools during the day. **This includes homemade items.** Classroom teachers, at the discretion of the principal and school nurse, can order other food items made exclusively by the food service department.

**Classroom Compliance: NO food** is to be consumed in the classroom unless prior approval from the school nurse or principal as outlined in the school allergy policy. Food approved for the classroom can only come from the district’s food service. Contact food service for bulk items.

**Party Snack Order Form:** (available on the PTSD website)

**When a “Party Snack Order Form” is submitted to the school’s cafeteria, the school cafeteria staff should forward the form to the school nurse. Upon receipt of the form, the school nurse will review the form to ensure that the food items being ordered are deemed “safe”. After the nurse initials and approves the order form, it should be returned to the cafeteria staff so that the order can be processed. If the nurse finds a particular item to be deemed “unsafe”, the nurse will contact both the food service director and the parent or teacher requesting the purchase to arrange for an alternative snack replacement.**

**NO substitutions of any items should take place once this process has been completed and the School Nurse has initialed the form.**

### **Food Selection Plans – ALL School Events Involving Food Items during School Hours**

All food items served at any of the district’s school for any function that occurs during the normal school day (7:55-2:55 @ middle schools, 7:30-2:30 @ the high school, 8:45-3:30 @ the elementary level) must be approved by the building principal and school nurse. Staff involved in overseeing student functions that include food items as part of an activity or event that occurs during the normal school hours must have food items pre-approved by the building principal using the Party Snack Approval Form.

### **Communication of Allergy Plan/Allergy Awareness**

1. The Assistant Superintendent will provide a copy of the district's policy and procedures governing food allergies and food allergy plans for students to building principals, nurses and teachers.
2. A copy of the policy and procedures will be shared on the PTSD website.
3. A link to the Food Allergy Network web page will be provided on the PTSD web page.
4. A copy of the Healthy Food Snack List will be displayed in the PTSD website and provided in all elementary school handbooks.
5. The building principal, in coordination with the Assistant to the Superintendent, will assure that information regarding the policy and procedures is shared in the student handbook.

### **DIFFERENTIATED SCHOOL PLAN**

(This plan is to be implemented in school where one (1) or more students have been identified with a food allergy and are using an FAM and FAAP)

### **Alert and Signs**

1. The school nurse will assure that food allergy alert signs are placed outside elementary school classroom doors of students who have severe allergies and attend an elementary school in the district. (NOTE: The student's name should not be publicly identified on the sign).
2. The school nurse will arrange for a food allergy alert symbol to be included in the student's Power School information.
3. The school nurse will alert the district's food service company, all cafeteria and appropriate staff members when an individual student has a food allergy condition. They will also provide the same staff with appropriate procedures that need to be followed in order to meet the needs of the student.
4. Teachers of all identified students will be notified by the school nurse and building principal regarding the needs of specific students who have food allergy conditions as per Power School Medical alert.

### **Nut Allergies**

1. No nut products are to be used in any classes.
2. Hand wipes/cafeteria wipes will be used and the recess and lunch schedules will be reviewed to determine if revisions to the school's general schedule are required; the building principal will make arrangements with the cafeteria staff. The School Nurse and Principal will review the need for hand wipes/ cafeteria wipes for an individual student yearly.
3. If other adjustments are required, a plan should be created and shared with appropriate staff by the school nurse and building principal.

### **Food Service**

1. The school nurse will notify the director in writing prior to the first day of school of all students with known food allergies. Updates will be given in writing to the director of Food service as they occur.
2. The Food Service director will have the approved snack list posted on the district's web site by the first day of instruction.

3. The school nurse must be notified of any changes made to the school lunch menu PRIOR to the day of the change. The School Nurse will then notify parents of the change in menu.
4. The food service director will determine the beginning and cut off dates for submitting food requests. The dates will be posted on the District's web sites.
5. No items may be substituted once the School Nurse has signed off on a Party Snack Approval Form.
6. Carb counts for district lunch menus will be provided monthly to the school nurses.
7. No party snack orders will be taken until the Friday AFTER Labor Day and no party snack orders will be taken after the second Friday in May.